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| **IGDIR UNIVERSITY**  **WORK FLOW CHART** | | | |
| **Division:** Faculty of Science and Letters **Form No:** 13.10.2020 Rev 18 **Activity/Process:** Request for a Resit Exam **Number of Pages :2** | | | |
| **1. PROCESS INPUT**   |  | | --- | | * Petition | | * Medical Board Report (if because of illness) | | * Death report (if because of the death of a relative) | |  | |  | |  | | | **2. PROCESS OUTPUT**  Registration of student’s course grade in the student information (OBS) system | |
| **3. RELATED ARTICLES**   Article 22 of Igdir University Regulations on Pre-Graduate and Undergraduate Training and Education | | | |
| **4. DOCUMENTS USED**   |  | | --- | | * Petition | | * Medical Board Report (if because of illness) | | * Death report (if because of the death of a relative) | | | | |
| **5. RESOURCES USED**   * Computer * Printer | | | |
| **PREPARED BY** | **CONTROLLED BY** | | **APPROVED BY** |
| Student Affairs Official | Faculty Secretary | | Dean |



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|  | **IGDIR UNIVERSITY**  **FACULTY OF SCIENCE AND LETTERS**  **OFFICE OF DEAN**  ***PROCESS OF PREPARING A RESIT EXAM- WORK FLOW CHART*** | | | |
| **WORK FLOW** | | | **ACCOUNTABLE** |
| Student submits his/her petition together with the related documents to the Office of Dean.  The documents are registered in the document management system (EBYS)  It is discussed by the Faculty Administrative Council  Is it appropriate?  The student is informed via an official document  Student Affairs Branch and the lecturer are informed of the decision of the Faculty Administrative Council via a cover letter.    Öğrenci dilekçesini ekleri ile birlikte  Dekanlığa sunar  Evrak EBYS’ye kaydedilir  YK Toplantısında  görüşülür  H  Uygun mu?    Öğrenciye yazı ile  Bildirilir.  YK Kararı hazırlanarak ÖİDB’na ve dersi veren  Öğretim üyesine üst yazı ile bildirlir | | | Student    Official Documentation Office    Faculty Admins. Council    Student Affairs |
| **PREPARED BY** | **CONTROLLED BY** | **APPROVED BY** | |
| Student Affairs Official | Faculty Secretary | Dean | |
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